

Washington State Department of Personnel  
**Class Specification**

**REHABILITATION TECHNICIAN 1**

344E

**Definition:**

Provides paraprofessional and technical support to Vocational Rehabilitation Counselors and/or other professional vocational rehabilitation staff.

**Distinguishing Characteristics:**

Under general supervision, positions provide assistance performing a full-range of functions to vocational rehabilitation counselors and supervisors in areas such as direct customer services and client orientations, eligibility preparation, and monitoring service delivery plans, and monitor client participation and follow-through. Incumbents use independent judgment in resolving technical issues and interpreting or applying vocational rehabilitation policies and procedures.

**Typical Work:**

Assists counseling staff in making practical application of counseling techniques to assist recipients;

Conducts individual and group interviews;

Assists in making recommendations or suggestions on treatment, training, and release of an individual from, or admittance to, an appropriate program;

Performs personal history investigations of assigned individuals through contact with other social and health service agencies, law enforcement agencies, families, teachers, and former employers;

Prepares, reviews, and submits written and oral reports;

Assists eligible customers in developing and implementing the Individual Plan for Employment (IPE);

Assists in collecting diagnostic information to be used in determining eligibility;

Assists with monitoring customer progress towards achieving employment goals;

Prepares and processes authorization for purchase of customer goods and services or issues payments for the same;

Maintains records;

Makes administrative arrangements for medical, psychiatric and psychological services, academic or vocational training, civilian employment, or military enlistment.

Performs other work as required.

**Knowledge and Abilities:**

Knowledge of: available community resources, needs, problems, and attitudes of disabled and disadvantaged persons; record keeping; report preparation; purchasing and contracting rules and regulations.

Ability to: understand and interact effectively with parolees and probationers, the socially disadvantaged, mentally ill, or socially maladjusted persons; develop and maintain effective working relationships; develop and maintain effective working relationships with social agencies and the public; develop awareness and sensitivity to feelings, attitudes, and trends; speak, read, and write effectively.

**Legal Requirement(s):**

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

**Desirable Qualifications:**

Two years of college-level coursework and one year of experience providing direct services to clients in a non-retail environment.

OR

Additional experience and education will substitute for the required education or experience.

Employees within the Division of Vocational Rehabilitation, DSHS, must meet mandatory training requirements specified by the Division of Vocational Rehabilitation policy.

**Class Specification History**

New class consolidates 36010 Counselor Aide, 37079 Rehabilitation Technician 1; adopted May 10, 2007, effective July 1, 2007.